

Mabgate, Lincoln Green and Burmantofts Neighbourhood Plan
Application for Designation as a Neighbourhood Forum

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Letter of Application

I am writing to apply for the designation of a Neighbourhood Forum under Section 61F of the Town and Country Planning Act 1990 and in accordance with Part 3(8) of The Neighbourhood Planning (General) Regulations 2012.

The application is made by the Interim Magbate, Lincoln Green and Burmantofts Neighbourhood Forum and is supported by a set of documents which together meet the requirements of the above legislation as they include the following:

- The name of the proposed neighbourhood forum;
- A copy of the Written Draft Constitution of the proposed neighbourhood forum;
- The name of the neighbourhood area to which the application relates and a map to identify the area;
- The contact details of at least one member of the proposed neighbourhood forum to be made public;
- A statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

The above information demonstrates that the proposed Magbate, Lincoln Green and Burmantofts Neighbourhood Forum is a relevant body for the purposes of obtaining designation as a Neighbourhood Forum. This application follows the recent successful designation of the Magbate, Lincoln Green and Burmantofts Neighbourhood Area. Achieving the corresponding designation of the proposed Forum will empower the local community to plan positively for the future development of Magbate, Lincoln Green and Burmantofts through preparation of a Neighbourhood Plan.

Compliance with Legislative Requirements

Fulfilment of criteria under Part 3 (8) of the Neighbourhood Planning [General] Regulations 2012

<i>(a) The name of the proposed Forum:</i>
The Mabgate, Lincoln Green and Burmantofts Forum
<i>(b) A copy of the written constitution of the proposed Forum:</i>
See Annex 1
<i>(c) Name of the Neighbourhood Area to which the application relates:</i>
The Mabgate, Lincoln Green and Burmantofts Neighbourhood Area See Annex 2 for Neighbourhood Area Map
<i>(d) Contact details of Interim Chair and website address:</i>
https://www.eaststreetarts.org.uk/project/neighbourhood-plan/
<i>(e) Statement explaining how the proposed Forum meets the conditions in Section 61F(5) of the 1990 Act:</i>
See Annex 3 (and supporting Annexes 4 and 5)

Annex 1

Written Draft Constitution of the Proposed Mabgate, Lincoln Green and Burmantofts Neighbourhood Forum (to be ratified by Forum upon designation)

1.0 Name and Area

- 1.1 The name of the Forum shall be the Mabgate, Lincoln Green and Burmantofts Neighbourhood Forum.
- 1.2 The area covered by the Forum shall be the area shown on the attached map, known as the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area.

2.0 Aims and Objectives

- 2.1 The aims and objectives of the Neighbourhood Forum are to:
 - a) Promote and improve the social, economic and environmental well-being of the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area;
 - b) Undertake the preparation of a Neighbourhood Plan for Mabgate, Lincoln Green and Burmantofts from inception through to adoption of the Plan;
 - c) Identify ways, in consultation with relevant authorities and organisations, of involving the whole community and gathering, analysing and presenting their views and opinions to ensure the Plan is as comprehensive and inclusive as possible;
 - d) Take responsibility for planning, budgeting and monitoring expenditure on the production of the Neighbourhood Plan, including identifying possible sources of funding;
 - e) Ensure the Mabgate, Lincoln Green and Burmantofts Neighbourhood Plan meets the Basic Conditions;
 - f) Ensure the Forum shall not be affiliated to any political party or organisation;
 - g) Continue working towards improving the area and continue the Forum as deemed necessary beyond the adoption of the Neighbourhood Plan.

3.0 Powers

- 3.1 In pursuance of these aims and objectives, the Neighbourhood forum will:
 - a) Produce a Neighbourhood Plan on behalf of the community within the designated Neighbourhood Area boundary referred to in Section 1.2;
 - b) Maintain a Neighbourhood Forum website giving details of the Forum, including a map of the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area, the contact details of the Chair and Secretary, this Constitution and policies agreed by the Forum, notices, agendas and minutes of meetings;
 - c) Organise at least four Open (public) Meetings or other equivalent events per year, including an Annual General Meeting (AGM), to which all Forum members will be invited;
 - d) Raise money or apply for funding as necessary;
 - e) Employ paid staff or recruit volunteers;
 - f) Buy or rent premises/equipment/employ services as required;
 - g) Conduct research;
 - h) Work in partnership with different organisations;

- i) Carry out anything else within the law necessary to reach the Forum's aims and objectives.

4.0 Values

4.1 The Forum and its Board members will uphold the following values:

- Inclusion
- Fairness
- Equality
- Respectful of all
- No expectation to speak English

1

This forum will always uplift and celebrate the diversity of our community, and our forum members from all races, religions and backgrounds.

2

We do not expect all Neighbourhood Forum members to speak English as a first language. Equally, we respect and appreciate those who are multilingual.

3

We will accept all gender, race, sexual preference, disability, religion, class and residence status in this forum. We will treat each other equally and with respect.

4

We will be understanding and considerate that some of our fellow forum members have children and childcare related commitments. This forum will always consider the needs of families and children living in Magbate, Burmantofts and Lincoln Green.

4.2 The Forum is committed to equality of opportunity and maintains and applies an Equal Opportunities Policy in all of its activities.

5.0 Annual General Meetings (AGM)

5.1 The first AGM will be held once the Forum has been officially designated. Information on elections to the Board (including how to stand) will be sent out to Forum members prior to the AGM, along with an agenda. Future AGM's will be held within...

5.2 The agenda for each AGM will include:

- a) Consideration of any business announced in the AGM agenda;
- b) Consideration of the Annual Report of work done by the Forum;

- c) Election of a Board of no fewer than 7 and no more than 12 members who will work as described in this Constitution to run the business of the Forum and to make decisions on its behalf between AGM's (see Section 6.0);
- d) Submission and adoption of independently examined accounts for the Forum, consisting of a statement of income and expenditure and a balance sheet for the previous financial year;
- e) A review of the rules and policies of the Forum, including of this Constitution and the Equal Opportunities Policy.

6.0 The Board

- 6.1 A Board will be appointed at the Forum's AGM, which will be responsible for the day to day business of the Forum and will meet at least 6 times a year.
- 6.2 The Board will comprise no fewer than 7 and no more than 12 members, the majority of whom will be residents in the Neighbourhood Area.
- 6.3 The Board will appoint a Forum Chair, Secretary and Treasurer at its first meeting and thereafter at its first meeting after every AGM.
- 6.4 The Board may co-opt up to 3 additional members who will retire at each AGM.
- 6.5 The quorum for any Board meeting shall be at least 50% of the Board.
- 6.6 Notification of Board meetings and the agenda will be sent out at least 7 days before the date of the meeting to all Board members.
- 6.7 The Board may dismiss any Board member at a Board meeting at which this is an agenda item if two thirds of Board members present vote to do so.
- 6.8 Any Board member absent for three consecutive meetings will be deemed to be dismissed (even if apologies are given) and the next Board meeting will be informed of any dismissal.

7.0 Rules at Meetings

- 7.1 The following rules apply to all meetings, including Open Meetings, Board Meetings and the AGM:
 - a) Chairing – each meeting has a chair. The chair of the meeting ensures that the business of the meeting is transacted in an orderly and respectful way.
 - b) Decision Making – the Forum endeavours to make decisions by consensus, but in the case of a vote, decisions are made by simple majority of those present and entitled to vote. When the vote is tied, the chair of the meeting has a second, casting, vote.
 - c) Speaking – all members are entitled to speak at meetings and, at Open Meetings, all members of the public are entitled to speak. The chair of the meeting has the power to impose time limits on speeches.
 - d) Quora – the number of people who need to be present at Board meetings in order to carry out a vote is laid out in paragraph 6.5. There is no quorum for Open Meetings or the AGM.

8.0 Membership

- 8.1 Membership of the Forum shall be open to all residents living in the area, all those who work or have businesses in the area, and elected members for the area
- 8.2 All applications for membership shall be made in writing to the Secretary of the Neighbourhood Forum.
- 8.3 Applications can be made by individuals, organisations or voluntary groups. Organisations or voluntary groups which are accepted into membership must designate an individual or a deputy to represent them.

8.4 Members must be over 18 years of age, can attend Forum meetings and are eligible to vote on proposals put forward by the Forum.

8.5 There must be a minimum of 21 members made up of the following:

- a) Individuals who live in the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area Boundary;
- b) Individuals who work in the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area Boundary (whether for businesses carried on there or otherwise);
- c) Individuals who are elected members of the City Council whose area falls within the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area Boundary.

8.6 Initial forum members will be considered at the first formal Meeting of the Forum and deemed accepted if a majority of those voting at the meeting approve them.

8.7 Subsequent applications will be considered at Forum meetings and deemed accepted if approved by a simple majority of members present.

8.8 All members of the Forum have a duty to declare at application stage any financial, party political, employment, land ownership and other organisation that could have an impact on their, or the Forums work.

8.9 Membership of any individual, organisation or voluntary group can be terminated at an Open Meeting where this has been specified as an agenda item and two thirds of member's present vote in favour of termination.

Any member who wishes to resign must provide the Secretary with written notice.

8.10 The Chair will have the casting vote on matters relating to elections and resolutions, and all voting will be determined by a show of hands.

8.11 Supporting membership is open to individuals who do not meet the requirements in 8.1, but have an interest in assisting the Forum to achieve its aims and objectives.

9.0 Finance

9.1 Any monies acquired by the Forum shall only be used to help achieve the aims and objectives of the Forum as set out in Section 2.0 of this Constitution.

9.2 The treasurer shall keep a proper account of the finances of the Forum, where necessary supported by receipts or invoices, and shall ensure that the Forum has a bank account in its own name.

9.3 All transactions in any format must be authorised by at least two of the following three Board members – the Treasurer, Chair or Secretary. This is without exception.

10.0 Complaints

10.1 Any complaints about the behaviour of a member of the Forum or sub Task-Groups, in relation to the work undertaken shall be made in confidence, in writing to the Secretary unless the complaint is about the Secretary in which case it shall be made to the Chair.

10.2 The elected officers of the Forum will investigate the complaint and decide on action as appropriate. If the complaint concerns the officers themselves, other members of the forum will be appointed in their place.

10.3 Appeals will be held by three members of the Board who have not been involved in investigating the complaint or determining action.

11.0 Alteration of Constitution

11.1 This Constitution can only be changed at an AGM or Special General Meeting of the Forum. Any change to the Constitution requires a simple majority of votes of the members present and who are entitled to vote.

12.0 Disbanding of Forum

12.1 The Forum can only be disbanded at a duly advertised Special General Meeting called for the purpose of deciding whether to disband, to which all Forum members shall be invited. The decision to disband the Forum shall be taken if supported by two thirds of members at the Special General Meeting.

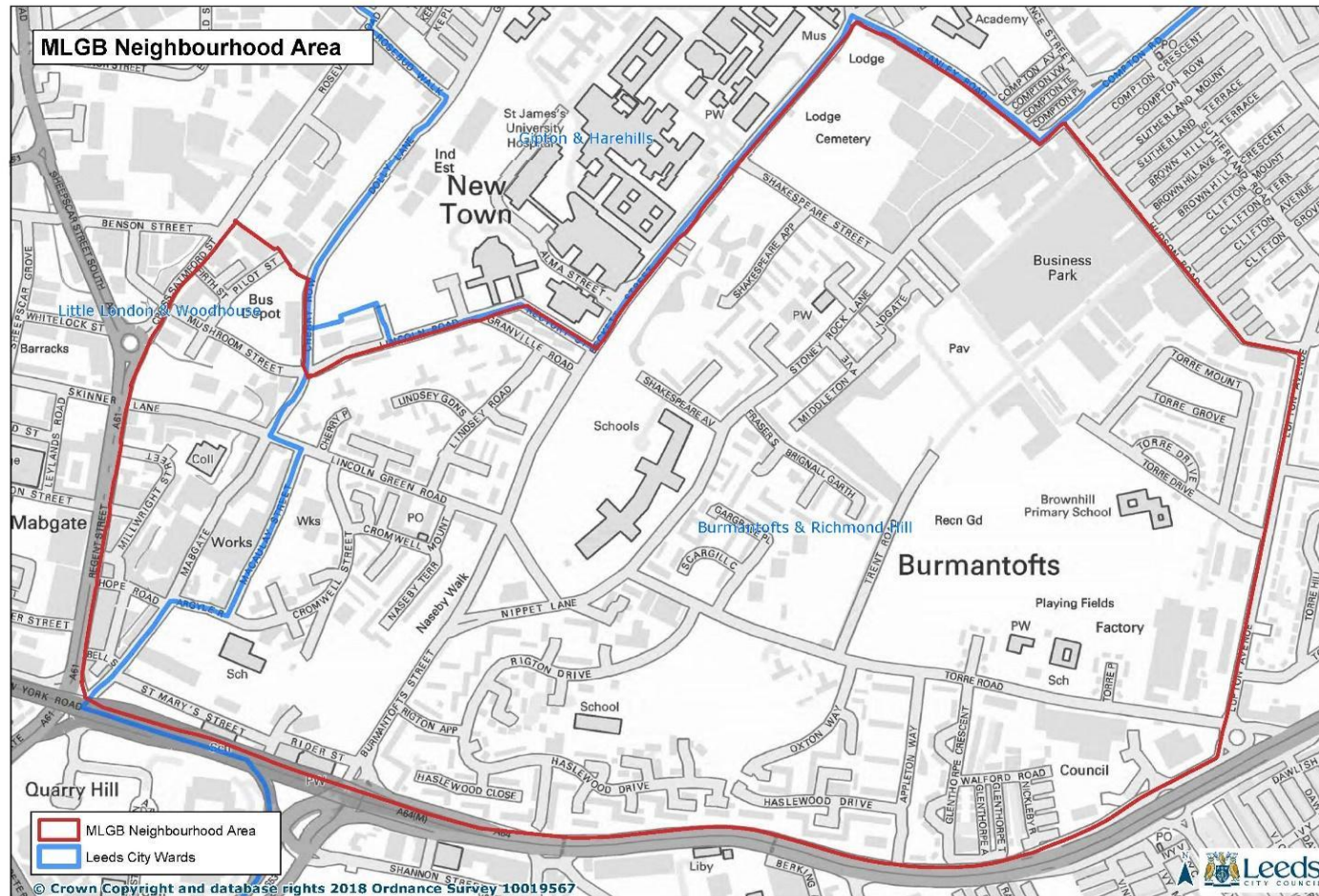
12.2 If the Forum is disbanded, any assets held in the name of the Forum (after payment of all debts and liabilities) will be disposed of to other organisations having similar objectives to those of the Forum as agreed by a majority of remaining members.

13.0 Extending Life of Forum

13.1 The Forum is designated for a period of five years. However, the Forum can apply to have the designation renewed.

Annex 2

Map of Mabgate, Lincoln Green and Burmantofts Neighbourhood Area



Annex 3

Statement in Fulfilment of Section 61(F) of the 1990 Act

Background

Mabgate, Lincoln Green and Burmantofts is an inner-city Neighbourhood Planning Area that was designated in 2019. Work began in 2017 to establish the boundary for the Area and although the Neighbourhood Area is not a distinct 'neighbourhood' in its own right, a powerful case was set out for the proposed boundary. The most compelling reason being that the Neighbourhood Area has been defined as a result of a 'bottom up' process of engagement with residents, key stakeholders and Local Ward Members.

Work also began in 2017 to bring together an Interim Neighbourhood Forum, with more recent engagement taking place in 2020 in the midst of the COVID-19 pandemic. Despite the challenges that have been faced during COVID-19, including the inability to meet in person and the need to undertake meetings online, an interim Forum of 23 members has been established. This was done through a series of engagement strategies to ensure that all parts of the community has been reached, including: interviews with existing neighbouring forums, the creation of a neighbourhood Zine which provides a platform for all residents to communicate, as well as phone calls to ensure that residents without internet access would be involved in establishing the Forum. With the work that has already been done, and as meetings are able to take place in person, it is anticipated that there will be additional involvement from residents and stakeholders within the community to help establish the Plan.

The current Forum profile is made up of residents and businesses, all of whom accurately represent the make-up of Mabgate, Lincoln Green and Burmantofts. The Forum would like to promote the strengths of the neighbourhood, which includes the area being home to lots of different communities, foods and languages, and that people within the area know and look out for each other. Based upon these strengths within the neighbourhood and community, the Neighbourhood Plan will seek to continue to promote a 'bottom up' process of engagement, ensuring that residents are at the heart of the plan. It will also seek to recognise the role of Mabgate as a gateway to the city centre for many local residents that live in the adjoining areas of Lincoln Green and Burmantofts. One of the key aims will be to ensure that Mabgate acts as a bridge between inner-city residential communities and Leeds City Centre, through improvement of connectivity and permeability. As well as ensuring that local residents and businesses reap the benefits that any new development in the area may bring.

The proposed Mabgate, Lincoln Green and Burmantofts Neighbourhood Forum will take the lead on this work, with its core purpose being to promote and improve the social, economic and environmental well-being of the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area¹. The extent of the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area is shown on the Map in Annex 2, which has been formally designated by Leeds City Council.

Membership Profile²

Membership is open to all of those who live, work and do business in the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area, and also to elected Members for the Area.

¹ Section 61(F)(a) of the Town and Country Planning Act 1990

² Section 61(F)(b)&(c) of the Town and Country Planning Act 1990

The total membership of the proposed Forum currently stands at 23 members, as listed in Annex 4. In order to ensure that the Forum members would be truly representative of the Neighbourhood Area, a study was undertaken by Marie-Avril Berthet, a PhD student from the University of Leeds. The study looks at how the forum should be structured, as well as identifying areas of the community where additional engagement may be necessary to ensure that the Forum would be inclusive.

The current membership satisfies the representation requirements as set out in the study, is diverse and is drawn from different parts of the Neighbourhood Area and from different sections of the community, including:

- Local residents from different parts of the area;
- Local business owners;
- Volunteers;
- People who work in the area;
- Councillors;
- Land/property owners;
- Representatives of local organisations/interest groups.

Annex 4 includes a breakdown of the membership under our headings to help illustrate the nature and mix of members and demonstrate compliance with legislative requirements.

This confirms that, of the 21 members, X are residents of Mabgate, Lincoln Green and Burmantofts, X work, or do business in the neighbourhood, and X are Ward Councillors. Of those working and doing business in the neighbourhood, the following range of businesses and organisations are represented:

Within Annex 5, the map demonstrates the geographical spread of membership across the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area. As well as showing membership distribution, the map helps to illustrate the nature and scale of the membership to complement the information in Annex 4.

The profile, spread and composition of the proposed Forum meets the necessary legislative requirements for the purposes of seeking designation. The proposed forum will continue to actively encourage new members, in particular from residents from different parts of the community as well as any new businesses and stakeholders that have interest in Mabgate. This is likely to develop and build over time, particularly with the ability to meet with residents in person over the coming months.

Conclusion

The members of the proposed Neighbourhood Forum are committed to formulating and producing a Neighbourhood Plan for the Mabgate, Lincoln Green and Burmantofts Neighbourhood Area that will reflect as far as is practicable the aspirations of the Mabgate, Lincoln Green and Burmantofts community, whilst also conforming with national and local planning policy frameworks.

Annex 4

Mabgate, Lincoln Green and Burmantofts - Membership List

	Post Code	Name	Initials	Member Type
1	LS6 2ET	Anon will be redacted		Academic
2	LS9 6HW			Employed / Self-Employed
3	LS9 7LR			Employed / Self-Employed
4	LS9 7QX			Employed / Self-Employed
5	LS9 7QX			Employed / Self-Employed
6	LS5 3AG (work/volunteering : LS9 7DS)			I work and volunteer here
7	LS9 7HD			I work here
8	LS9 7DP			I work here
9	LS28 5JX			I work here
10	Ls5 3hq			I work here
11	LS25 1AP			I work here
12	LS296BH			Leeds City College
13	LS9 7SG			Resident
14	LS9 7RT			Resident
15	LS7 1BH			Resident
16	Ls9 7px			Resident
17	LS9 7PN			Resident
18	LS9 7RL			Resident
19	LS9 6JN			Retired
20	LS9 7HB			Retired
21	LS9 7RS			Volunteer

Summary:

- 21 Total members
- 6 are residents
- 9 are employed / self-employed in the area
- 2 are academics
- 2 are retired

Annex 5
Membership Map

Hold for membership map